

## PROCEEDINGS OF THE BROWN COUNTY LIBRARY BOARD

A meeting was held on **November 19, 2015** at **5:15 p.m.** at the **Brown County Central Library, 515 Pine Street, Green Bay, WI**

**PRESENT:** KATHY PLETCHER, CHAD BIANCHI, NATHAN JESKE, BOB NIELSEN, TIM NIXON, JOHN VAN DYCK, and CHRISTOPHER WAGNER

**EXCUSED:** CARLA BUBOLTZ, and VICKY VAN VONDEREN

**ALSO PRESENT:** Brian Simons, Curt Beyler, Lori Denault, Sue Lagerman, and Emily Rogers (staff); and Bill Meindl (Green Bay Development News).

### CALL TO ORDER

President Kathy Pletcher called the meeting to order at 5:20 p.m.

### II. APPROVE CONSENT ITEMS

**A. Agenda** There were no changes to the agenda.

**B. Minutes** There were no changes to the minutes and they stand approved.

### III. COMMUNICATIONS AND OPEN FORUM FOR THE PUBLIC

None.

### IV. LIBRARY BUSINESS

#### **A. Technology Report**

Printing on the wireless network continues to be an issue. BCTS has a plan for 2016 to purchase monitoring equipment to determine root causes. C. Wagner asked if the options of wired or wireless networks are all or nothing. The problem is more relevant at the Central Library so it may help to have the printer wired and to have our print management system synced with it. This option is being explored. Hot spots are not releasing IP addresses resulting in access being bogged down. J. Van Dyck suggested contacting other institutions like NWTC for possible solutions. A wired network is desired for stability.

#### **B. Financial Manager's Report, Bills and Donations**

There were no bills out of the ordinary. L. Denault presented the September and October, 2015 financial report and the September and October, 2015 Gifts, Grants and Donations. Motion by T. Nixon, seconded by C. Wagner, to approve the September and October 2015 financials and gifts, grants and donations as follows:

#### **C.**

#### **Gifts, Grants & Donations Report September 2015**

##### **Gifts & Donations**

09/04/15	Daniel & Eileen Rogers - In Memory of Lorraine Valaske	25.00	Adult Non-Fiction
09/04/15	Matthew & Anita Sevelk	100.00	Electronic Resources
09/04/15	Dorschel Family - In Memory of Joseph Dorschel	1,400.00	Kress Seating
09/09/15	Chapter N PEO Sisterhood - In Memory of Joan Mayer	44.00	Adult Materials
09/09/15	Barbara Jenkins - In Honor of Tom and Vonnie Baye	100.00	Teen Materials
09/17/15	James Hayes - In Memory of Larry Smith	50.00	Southwest Materials
09/17/15	Marcia/Phil Thompson-In Honor of John & Gail Underwood	75.00	Children's Materials
09/23/15	Branch Buddies of the Brown County Library	131.65	Supplies
09/23/15	Branch Buddies of the Brown County Library	714.14	Classes & Events
09/01/15	Ashwaubenon	25.09	Donation Box
09/01/15	Bookmobile	7.50	Donation Box
09/01/15	East	37.30	Donation Box
09/01/15	Weyers/Hilliard	42.25	Donation Box
09/01/15	Central	10.02	Donation Box
09/01/15	Kress	18.23	Donation Box
09/01/15	Pulaski		Donation Box
09/01/15	Southwest	38.54	Donation Box

09/01/15	Wrightstown	8.21	Donation Box
	<b>Total Donations</b>	<b>\$ 2,826.93</b>	
<b>Federal &amp; State Grants</b>			
09/30/15	Nicolet Federated Library System	\$ 5,655.92	Collection Development
09/30/15	Nicolet Federated Library System	175.00	Continuing Education
09/30/15	Nicolet Federated Library System	2,083.33	Technology Grant
	<b>Total Grants</b>	<b>\$ 7,914.25</b>	

**Brown County Library  
Gifts, Grants & Donations Report  
October 2015**

**Gifts & Donations**

10/01/15	The Celebrate Committee, Inc.	\$ 500.00	Kress Children's Materials
10/15/15	Carey & Jeff Wickman-In Memory of Pat Gracyalny	25.00	Weyers-Hilliard Materials
10/15/15	Flora Reitz	150.00	Wrightstown Materials
10/15/15	Ashwaubenon Lions Club	300.00	Ashwaubenon Materials
10/21/15	Branch Buddies of the Brown County Library	300.00	Performers
10/21/15	MJ Knox	70.00	Weyers-Hilliard Classes & Events
10/21/15	Glen & Vicki Slaats	100.00	Ashwaubenon Furniture Match
10/21/15	Greg & Judy Gallenberger	50.00	Ashwaubenon Furniture Match
10/21/15	Anonymous - In Memory of Joy Butz	50.00	Kress Materials
10/31/15	Ashley Gardner	100.00	Materials
10/01/15	Ashwaubenon	42.41	Donation Box
10/01/15	Bookmobile	5.75	Donation Box
10/01/15	East	33.07	Donation Box
10/01/15	Weyers/Hilliard	25.99	Donation Box
10/01/15	Central	84.96	Donation Box
10/01/15	Kress	32.60	Donation Box
10/01/15	Pulaski	8.35	Donation Box
10/01/15	Southwest	25.33	Donation Box
10/01/15	Wrightstown	10.51	Donation Box
	<b>Total Donations</b>	<b>\$ 1,913.97</b>	

**Federal & State Grants**

10/01/15	State of Wisconsin	\$ 250.00	LSTA Early Literacy Grant
10/31/15	Nicolet Federated Library System	5,112.45	Collection Development
10/31/15	Nicolet Federated Library System	6.94	Continuing Education
10/31/15	Nicolet Federated Library System	2,083.33	Technology Grant
	<b>Total Grants</b>	<b>\$ 7,452.72</b>	

**Motion carried.**

**C. FACILITIES REPORT**

C. Beyerle reported that the Southwest Branch expansion work began a week ago; the siding staining at Weyers-Hilliard won't happen until mid-May due to weather but the branch's concrete patio has been poured and that project will be complete in 2-3 weeks. The East Branch had some landscaping improvements (removal of shrubs and lava rock) courtesy of NEW Lutheran. New plants will be installed in the spring. NEW Lutheran is also constructing a picnic table for this area.

Related to the Trane facilities report, Doug Marsh has IFQ (Invitation For Quote) and a few companies are walking through so contractors can participate. He thinks the county would bond for the work (security on the bond is the payback). Whichever company would be awarded the contract would conduct a facilities audit and present a performance contract. A walk-through doesn't commit the library financially. The county will choose the company to do the audit. When that happens, an obligation is created. Chosen company outlays the money for the project. Payback to them is any savings that are realized by the improvements. B. Simens had asked Doug Marsh if this could be wrapped into a renovation project, and it possibly could. This

approach doesn't address 'facility for service' but there seems to be some flexibility. The audit has to be paid for if the audit is completed but then the decision is made not to go forward with the improvements (~5 cents per square foot or \$4500). A decision doesn't have to be made immediately. The walk-through is scheduled for December 1 with the IFQs due mid-December. Doug Marsh and Chad Weininger will be invited to the December Board meeting to discuss and explain further.

Funding Resolution approved for library improvements - \$300,000 from elevator funds and \$350,000 from bonded funds. Pending bond council, funds will be used for the parking lot repair and upgrade; and Auditorium and Meeting Rooms' improvements at Central Library; furniture for small branches and study rooms at Kress and Weyers-Hilliard. J. Van Dyck asked when the library expected an answer from bond council. B. Simons has not received any indication but when asked at the PD&T meeting, Chad Weininger thought maybe after November.

#### **V. 2016 BUDGET UPDATE**

B. Simons reported that nothing was gained, but nothing was taken away. He is pleased with the outcome. Performance reviews, conducted with staff, by the administrative team, will take place in the next two weeks.

J. Van Dyck suggested that the Board approve the final, revised budget. This will be added to the December meeting agenda.

#### **VI. APPROVE 2016 LIBRARY CLOSURES**

The Board reviewed the "Holiday Schedule" that also includes three all-day closure dates for staff development. Motion by N. Jeske, seconded by C. Bianchi, to approve the 2016 Holiday schedule. Motion carried.

#### **VII. OLD BUSINESS**

A. Discussion and possible action on Brown County vs. Outagamie County litigation No update.

B. Approve resolution correcting December 17, 2007 bill of sale to Green Bay and De Pere Antiquarian Society T. Nixon explained the history of the historical assets. There was no documentation regarding run that was in storage at Hazelwood. Motion by J. Van Dyck, seconded by N. Jeske to approve the resolution correcting the 2007 bill of sale to the Green Bay and De Pere Antiquarian Society.

#### **VIII. DISCUSSION AND POSSIBLE ACTION ON CENTRAL LIBRARY THIRD FLOOR SPACE OPTIONS**

Regarding the Memorandum of Understanding presented to Proto, Inc., T. Nixon recommended approval on condition of review by Corp Counsel (and to include appropriate insurance requirement language). B. Simons commented that this is a great opportunity – the benefit is programming now and income later. Motion by T. Nixon, seconded by C. Bianchi, to approve the Memorandum of Understanding subject to legal counsel review and inclusion of appropriate insurance language by legal counsel. Motion carried.

#### **IX. DISCUSSION AND POSSIBLE ACTION REGARDING AN OVERDUE FINE AMNESTY DAY FOR NATIONAL TAKE YOUR CHILD TO THE LIBRARY DAY, SATURDAY, FEBRUARY 6, 2016**

Conducted on the premise on getting additional people to the library, the library would like to schedule a fine amnesty day. B. Simons commented that based on his experience, this generates an enormous amount of good will. Much discussion took place about the mechanics of the day. Four options were presented.

Motion by T. Nixon, seconded by B. Nielsen to authorize the Director, at his discretion, to create a program based on two of the options presented. Motion carried.

**X. NICOLET FEDERATED LIBRARY SYSTEM** C. Wagner reported that the NFSL Board held a special meeting to review finances and specifically the fund balance (preferred amount is 20% of budget). Next meeting is December. A huge fund balance previously was held and over time it was reduced because the general consensus felt that it should go back to the public and that a reserve account isn't really necessary.

#### **XI. PRESIDENT'S REPORT**

K. Pletcher's appointment expires at end of 2015. This has been her 10th year on the board and she will not seek reappointment. The terms of T. Nixon, V. Van Vonderen and C. Buboltz also expire and they are not seeking reappointment. B. Nielsen will seek reappointment. Prospects for replacement are being considered and interviewed so they can be forwarded to the County Executive. The County Executive would like to be notified by those not seeking reappointment. B. Simons' intent is to submit names to the County Executive for consideration knowing that it is ultimately his decision. K. Pletcher commented that it is important for the Library Board to seek out good leaders as options for the executive to choose from.

#### **XII. LIBRARY DIRECTOR'S REPORT**

B. Simons recently presented to the Kiwanis and may apply for a donation for Arduino equipment. Letters were sent to former donors of Ashwaubenon branch match \$10,000. He and staff are working with GBAPS for after-school programming at Lincoln

School. E. Rogers will lead this collaboration working with the Children's Department and the Arduino team.

### **XIII. DISCUSSION AND POSSIBLE ACTION REGARDING FUTURE LIBRARY SERVICES/LIBRARY FACILITIES MASTER PLAN**

B. Simons, the Facilities Committee and Administrative staff met with HGA Architects and Engineers to discuss a facilities master plan. The Board feels it is important to present this plan prior to the spring election. Considering this small window, many of committee felt we already have a pretty good feeling of what was needed – instead doing this all over, which could take a few months. It was suggested to skip this step and jump-start further into the process. Closer level detail is where they'd start. The process would be more focused on stakeholders and targeted constituency groups (focus groups). T. Nixon is of the opinion that the library has to do something. We need to know what the facilities look like and who they are servicing. B. Nielsen asked what does the county need. We need to **maximize our relevance**. B. Simons noted that we need to get to those that aren't using the library (business community, different ethnicities, etc.) The classic town hall meeting won't produce results needed. B. Nielsen feels like HGA has sophisticated knowledge of projects like this. B. Simons agreed that they have a lot of fresh ideas and feels like they can direct us. N. Jeske noted that he feels that a successful firm for a project like this has to have enough local connection, which HGA does with the success of the Schreiber building, and national exposure to numerous similar projects to ensure a level of expertise that can help lead to good decisions and away from bad decisions.

**XIV. CLOSED SESSION** pursuant to Wis. Stat. § 19.85(1)(e) for the purpose of conducting public business with competitive or bargaining implications – Negotiation strategy for and the price to pay for professional services to develop a library facilities master plan.

**Motion** by T. Nixon, seconded by J. Van Dyck, to move into Closed Session at 7:30 p.m. Roll call vote: Aye: J. Van Dyck, B. Nielsen, T. Nixon, N. Jeske, C. Wagner, C. Bianchi and K. Pletcher. Nay: None. **Motion carried.** Staff left the meeting. The Library Director was invited to stay.

**XV. RETURN TO OPEN SESSION** **Motion** by T. Nixon, seconded by J. Van Dyck, to return to Open Session at 7:45 p.m. Aye: J. Van Dyck, B. Nielsen, T. Nixon, N. Jeske, C. Wagner, C. Bianchi and K. Pletcher. Nay: None. **Motion carried.**

### **XVI. APPROVE ANY ACTION THAT MAY HAVE BEEN RECOMMENDED IN CLOSED SESSION**

No action was taken in Closed Session.

### **XVII. POSSIBLE ACTION REGARDING DECEMBER LIBRARY BOARD MEETING**

### **XVIII. SUCH OTHER MATTERS AS ARE AUTHORIZED BY LAW**

C. Wagner asked if there was a plan for training staff on how to deal with homeless or disruptive patrons as the winter weather begins to set in. B. Simons had stepped out of the meeting to respond to a library issue. K. Pletcher indicated she would ask Brian to send out an email to the Library Board regarding the plans.

### **XIX. MEETING SUMMARY/NEXT MEETING PLANNING**

### **XX. ADJOURNMENT**

**Motion** by T. Nixon, seconded by B. Nielsen, to adjourn the meeting. **Motion carried.**

The meeting adjourned at 7:47 p.m.

### **NEXT REGULAR MEETING**

December 17, 2015

Central Library

515 Pine Street, downtown Green Bay

5:15 p.m.

Respectfully submitted,

Dr. Christopher Wagner, Library Board Secretary  
Sue Lagerman, Recording Secretary